

TENDER NOTICE

DATE OF INVITATION: 24-07-2024

DATE OF CLOSING: 31-07-2024

TIME: 05:00 PM

FORE SCHOOL OF MANAGEMENT

DESIGNING AND PRINTING OF PLACEMENT BROCHURE – 2024

FORE School of Management, New Delhi is looking for Designing and Printing of Placement Brochures and Summer Internship Brochure – 2024 (Leaflet Format) as per the specifications given below. In case you are interested, you may send your quote for the printing job in a sealed envelope mentioning "Quotation for Placement Brochure 2024" by courier or to be dropped in the box kept with the security gate of FORE School of Management latest by 05:00 PM on Wednesday, July 31, 2024.

Sl. No.	Specification Item
1	Brochure Closed size 8"x8". Open size: 8"x24" Brochure will be in Leaflet format.
2	Brochure Paper: 260 GSM Iris SG White with Aqueos Coating
3	Brochure Paper Sample to be Submitted: Paper: 260 GSM Iris SG White Size of Sample to be submitted A4 Size
4	Brochure Printing on Automatic 4 colour offset Printing on Both Sides
5	Docket Docket Folder on Centre Page.
6	Docket Paper: 160 GSM Iris SG White with Aqueos Coating
7	Docket Docket Folder on Centre Page Paper: 160 GSM Iris SG White with Aqueos Coating
8	Docket Paper Sample to be Submitted Paper: 160 GSM Iris SG White Size of Sample to be submitted A4 Size
9	Docket Docket to contain 6 Sheets Each Sheet Size: Size 8" x 8"
10	Docket Docket Folder on Centre Page. Printing on Automatic 4 colour offset
11	Docket Printing on Automatic 4 colour offset


24/7/24

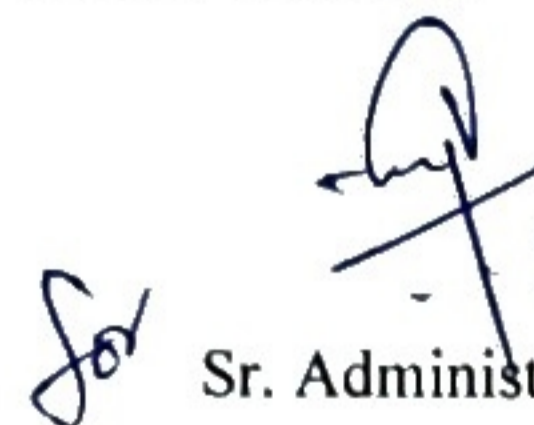
Sl. No.	Specification Item
	Printing on Both Sides of the three Sheets
12	Envelop 120 GSM Maplitho paper Size should be appropriate to include the Brochure & Docket
13	Envelop Paper Sample Submitted: 120 GSM Maplitho paper Size of Sample to be submitted A4 Size
14	Envelop 4 colour printing
15	Two soft copies of the Brochure have to be provided. One soft copy will be a PDF. The other soft copy will be an editable soft copy (Microsoft Word).
16	The brochure has to be delivered within 21 days of PO release
17	Sample of all Papers and Envelope to be submitted to FORE and approval taken before commencement of work
18	Vendor will get dummy of the Brochure & Envelop approved by FORE before printing
19	Theme (Final Theme will be selected from a set of concepts developed)
20	Designing
21	Number of Brochures = 1000
22	Number of Docket Sheets = 1000 x 6 = 6000
23	Number of Envelopes = 1100
24	Final Quote (Excluding Taxes)
25	Final Quote (Including Taxes)

Note:

1. Please provide technical bid and financial bid in separate sealed envelopes.
2. Technical bid must consist of:
 - a. Sample papers as mentioned in specification above.
 - b. Sample Brochures of other Institute/College/University (Best-3)


For any query/ clarification, please visit Placement Office of FORE School of Management at B-18, Qutab Institutional Area, New Delhi - 110016 from Monday to Friday between 1000 Hrs. to 1600 Hrs.

July 24, 2024



 24/7/24
 Sr. Administrative Officer

Specification Compliance Sheet and Bid Sheet
for Final Placement and Summer Internship Brochure

No.	Specification Item	Compliance (Yes or No)	Remarks (If any)
1	Brochure Closed size 8"x8". Open size: 8"x24" Brochure will be in Leaflet format.	Yes / No	
2	Brochure Paper: 260 GSM Iris SG White with Aqueos Coating	Yes / No	
3	Brochure Paper Sample to be Submitted: Paper: 260 GSM Iris SG White Size of Sample to be submitted A4 Size	Yes / No	
4	Brochure Printing on Automatic 4 colour offset Printing on Both Sides	Yes / No	
5	Docket Docket Folder on Centre Page.	Yes / No	
6	Docket Paper: 160 GSM Iris SG White with Aqueos Coating	Yes / No	
7	Docket Paper Sample to be Submitted Paper: 160 GSM Iris SG White Size of Sample to be submitted A4 Size	Yes / No	
8	Docket Docket to contain 3 Sheets Each Sheet Size: Size 8" x 8"	Yes / No	
9	Docket Printing on Automatic 4 colour offset Printing on Both Sides of the three Sheets	Yes / No	
10	Envelop 120 GSM Maplitho paper Size should be appropriate to include the Brochure & Docket	Yes / No	
11	Envelop Paper Sample Submitted: 120 GSM Maplitho paper Size of Sample to be submitted A4 Size	Yes / No	
12	Envelop 4 colour printing	Yes / No	
13	Two soft copies of the Brochure have to be provided. One soft copy will be a PDF. The other soft copy will be an editable soft copy (Microsoft Word).	Yes / No	
14	The brochure has to be delivered within 21 days of PO release	Yes / No	


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21	Number of Envelopes = 1100	Yes / No																	
22	Final Quote (Excluding Taxes) in Rs.	Yes / No																	
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24	<table border="1"> <tr> <td>Vendor Representative (Name)</td> <td></td> </tr> <tr> <td>Vendor Authorized Representative Signature</td> <td></td> </tr> <tr> <td>Vendor Authorized Representative Name</td> <td></td> </tr> <tr> <td>Vendor Email</td> <td></td> </tr> <tr> <td>Vendor Contact Number</td> <td></td> </tr> <tr> <td>Vendor Organization:</td> <td></td> </tr> <tr> <td>Vendor Address:</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>			Vendor Representative (Name)		Vendor Authorized Representative Signature		Vendor Authorized Representative Name		Vendor Email		Vendor Contact Number		Vendor Organization:		Vendor Address:			
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